

# Riverview Psychiatric Center

Executive Leadership

Date: August 9, 2006

## Committee Members Present:

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| <ul style="list-style-type: none"> <li>√ David Proffitt, Superintendent</li> <li>William Nelson, Medical Director</li> <li>√ Lauret Crommett,, Director of Nursing</li> <li>Lucia Nadeau, Personnel Officer</li> <li>√ Barbara Sylvester-Pellett, CPI Director/Risk Management</li> <li>√ Brian Daskivich, Deputy Superintendent/Programs</li> <li>√ Teresa Mayo, Psychology Director</li> </ul> | <ul style="list-style-type: none"> <li>Terry O’Neal, Admission Coordinator</li> <li>Bob Patnaude, Safety Director</li> <li>√ Holly Dixon, Peer Support Coordinator</li> <li>√ Leon Beulieu, Business Manager</li> <li>√ Jamie Morrill, Deputy Superintendent/Administrative Ser.</li> </ul> |
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## Guests:

**Minute Recorder:** Charlotte Lalime

**Next Meeting:** August 23, 2006

**Minutes Approved:**

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes		Minutes approved as written.	C. Lalime
Superintendent’s Report	<p>Dave reports that Diane Pearson is working to create a serenity room on LK and asks that she receive support in this endeavor. David adds that he has been very impressed with Diane and would like to recommend her for Quality Champion.</p> <p>Joe Bevilacqua has been hired by the Court Master to respond to allegations by some Legislators re: the hospitals management and staffing. He has met with DHHS and David and will return prior to August 26<sup>th</sup>. He would like to meet with Lauret, RN IVs, Laura Fisher, Holly, PSDs, Teresa, and Tina to explore how we are run and to hear staff concerns.</p> <p>JCAHO and CMS will be reviewing PRNs and good diabetic care.</p> <p>Coercion reduction numbers have decreased. Perhaps earlier intervention by staff is the reason.</p>	<p>Recommend Diane for Quality Champion.</p> <p>Informational</p> <p>Informational</p> <p>Informational</p>	D. Proffitt

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	David asks that the Clinical Leaders consider a program to give clients a “comfort bag” of supplies such as a stress ball, smoking cessation items, etc. Clinical Leaders will discuss. Teresa mentioned a discharge pack also. David also asked that the Clinical Leaders discuss how to increase shared knowledge on seclusion/restraint.		
Environment of Care/Safety	No report		
Meditech	Terry reports that Meditech will be conducting parallel runs. He adds that the Annual Report has been sent to David for review.	Informational	
	Family and Friends Day will be held in October.	Informational	
Performance Improvement Teams	A Lab PIT has been formed.	Dr. Nelson will write the charter.	Dr. Nelson
	David will be sending an email requesting that a PIT be developed for care pathways with smoking cessation, diabetic care and obesity. David will also prepare a slide presentation regarding facts learned (smoking and diabetes) at the conference he recently attended.	He would like this presentation to be shown on the Mall and be integrated into new employee orientation	D. Proffitt
Budget	The 3 <sup>rd</sup> pay period of FY2007 has a surplus of \$22,725.12 the accumulated surplus through the Fiscal Year is showing a surplus of \$115,462.67. The overtime for the pay period 8/2/06 was \$38,372.42. The expenditures for general operations through 8/1/06 was \$993,347.74. The revenue through 8/9/06 is \$75,168.94.	Informational	

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Nursing	<p>Lauret reports that the Nursing Leadership group has extended their meetings to 2 1/2 hours and will hold them every other week. They are working on revising the debriefing form and seclusion/restraint form. They have also been reviewing policies.</p> <p>Nursing has implemented a sexuality and healthy relationship group and is looking for members. Lauret is particularly pleased with this as it gets the nurses back on the Treatment Mall.</p> <p>Progress made in hiring, an RN IV has been hired for Lower Saco. We will be contracting for nurses with a new company, Supplemental Staffing, beginning in Sept. Ellie Bassett will return next week and has agreed to switch to the new staffing company. We will be contracting part time for our UM position. Lei Duarte will be taking on nursing quality.</p> <p>Dave states that we are close to finalizing restructuring of the nursing staffing plan</p>	<p>Informational</p> <p>Informational</p> <p>Continue to explore ways to enhance the delivery of nursing care services.</p> <p>.</p>	Lauret Crommett
CPI	<p>BJ also reports that the Behavioral Response Committee is working on modules and instructors to teach them. David asks if it might be helpful for them to review incident reports.</p> <p>The Quality Report was distributed for review.</p> <p>A Quality Council meeting will be scheduled for next week.</p>	<p>Quality Report approved by Committee members.</p> <p>Informational</p>	B. Sylvester-Pellett
Clinical Risk Management	No report.		
Pharmacy and	No report		

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Therapeutics			
Staff Injuries	Dr. Mayo reports that one of the Psychology staff fell. They were not hurt and there was no lost time.	Informational	
Policy and Procedure Committee	<p>Policy PC.2.20 Universal Assessment distributed for review by Committee members</p> <p>David asks that the treatment plan policy be reviewed as soon as possible by the P &amp; P Committee</p>	<p>Approved with contingency that it is in agreement with the Medical Staff Bylaws.</p> <p>Committee to review P&amp;P Committee</p>	<p>Policy and Procedure Committee</p> <p>J. Morrill</p>
Human Resources	No report		
Clinical Leaders	Dr. Mayo reports that the Clinical Leaders are actively looking at ways to open our building for more autonomy for clients in preparation for changing levels policy. Dr. Mayo also states that the Clinical Leaders have made the decision to remove the door from the chapel, not only safety issues but easier access. Dr. Mayo reports beginning a compass assessment, to be done every year, for measuring our progress in integrated services.	Informational	B. Sylvester-Pellett
Adjourned: 12:30			